



King County
HEALTH CARE ASSISTANT
PUBLIC HEALTH – SEATTLE & KING COUNTY
COMMUNITY HEALTH SERVICES/EASTGATE PUBLIC HEALTH
Hourly Rate Range: \$15.35 – \$19.46
Job Announcement: 04MH4669
OPEN: 10/13/04 CLOSE: 10/26/04

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Saskia Schaeffer at (206) 296-9752 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials may be faxed to (206) 205-5430.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Eastgate Public Health Center, 14350 SE Eastgate Way, Bellevue, WA 98007.

WORK SCHEDULE: This full time position is overtime eligible. It works a 40 hour work; Monday through Friday; some rotating evenings and weekends.

PRIMARY JOB DUTIES INCLUDE: Incumbents in this position partner with nurses, nutritionists, social workers and other clinic staff to provide services to clients in the Women, Infant and Children (WIC) nutrition program. Interviews clients from diverse populations, uses established protocols to evaluate intake data for health and nutritional risk factors and program eligibility. Obtains accurate anthropometric measurements for both adults and children, and issues WIC checks. Screens and assesses client needs by phone and in person in order to schedule appropriate appointments, and referrals. Provides daily group nutrition education under the direction of a nutritionist, according to program guidelines, also provides some individual nutrition education, including breastfeeding promotion and encouragement. Performs related lab tests and correctly documents services given, in both a specialized computer application and in medical records. Position requires continuous input into a computerized documentation system. Assists in other clinic and outreach duties. Work is performed in a busy, high volume clinical setting; reliable dependable attendance is essential to ensure client service and maintain caseload. Incumbent may need to provide services at satellite site on a regular basis.

QUALIFICATIONS:

- Skilled in providing direct client services in a health care setting, preferably WIC services and or maternity support services.

- Knowledge of basic nutrition theory and practice, behaviors and practices to achieve and maintain good health, human development and life sciences equivalent to college-level course work, and the ability to apply this knowledge in working with clients to make positive changes in health behaviors.
- Knowledge of medical terminology, asepsis and universal precautions, including clinical procedures.
- Knowledge of health and social services and resources in east King County.
- Demonstrated ability in problem-solving and client interviewing skills, documentation and record-keeping skills.
- Skilled in organizing, leading, and facilitating group discussion sessions.
- Demonstrated ability to refer patients for birth control, STD, HIV/AIDS, and pregnancy options related education.
- Computer skills including proficiency in a Windows environment, and the ability to use drop down menus, point and click software, multiple screens and the ability to enter data with a high degree of accuracy.
- Skilled in maintaining good interpersonal interactions with clients and co-workers while working effectively as a member of a multi-disciplinary public health team, with a diverse multi-cultural population.
- Demonstrated ability to maintain and establish working relationships with community resources.
- Skilled in multi-tasking and working in a fast-paced environment with defined time constraints.
- Excellent verbal and written communication skills.

DESIRED QUALIFICATIONS:

- Bilingual in Spanish and English preferred.
- Completion of Washington State WIC paraprofessional competencies or BS in nutrition or AA in Dietetic Technology.
- Knowledge of CIMS computer program.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation and pre-employment physical.
- Able to lift a child weighing up to 35 pounds onto a surface above 4 feet.
- Ability to complete Washington State WIC paraprofessional competencies within 6 months of hire if not completed prior to hire.
- Must be able to travel within King County to locations that may have limited access to public transportation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: This position is represented by Local 17.

CLASS CODE: 8354 SEQUENCE NUMBER: 80-8354-1106